

MEMORANDUM FOR ALL MEDDAC PERSONNEL

SUBJECT: Reporting of Unsafe or Unhealthful Work Conditions

1. It is the policy of this command to ensure that we provide a safe and healthful workplace for all employees. This requires an open and free exchange of information on the status of working conditions throughout the command. To meet these goals, the following policy is in effect:
 - a. Safety concerns should be reported to either the Unit Safety NCO or the MEDDAC Safety Manager.
 - b. Reports can be verbal or documented on a DA Form 4755.
 - c. Reports can be made anonymously.
 - d. No adverse action will be taken or attempted for reporting safety concerns.
 - e. Potential adverse action is possible for failure to report unsafe working conditions.
2. With a free and constant exchange of communication and the initiative of our conscientious staff, we can make this Medical Department Activity a safer place to work. This is the standard.
3. For any questions regarding this policy, please feel free to contact the Safety Manager.

THOMAS W. SMITH
Colonel, Medical Corps
Commanding